

RESOLUTION NUMBER 1-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTON LAKES, TEXAS, ESTABLISHING RULES GOVERNING CITY COUNCIL MEETINGS, INCLUDING WORKSHOPS AND PUBLIC HEARINGS, AND MEETINGS OF COMMITTEES APPOINTED BY THE CITY COUNCIL.

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WHEREAS, because the City of Weston Lakes, Texas (the "City"), does not have written rules for the conduct of official meetings, overview rules are necessary to ensure the effectiveness and efficiency of City government meetings; and

WHEREAS, the Texas Government Code, Chapters 551 and 552, which cover open meetings and open records, places responsibilities on Texas municipalities to structure meeting agendas and records to be responsive to citizen requests for information; and

WHEREAS, orderly and structured meetings are required to meet the requirements of good governance and it is deemed essential for the City Council to adopt formal meeting rules based upon modified *Robert's Rules of Order*, as described and hereafter set forth; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTON LAKES, TEXAS:

Section 1. The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. City Council meetings. The regularly scheduled meetings of the City Council will be on the fourth (4<sup>th</sup>) Tuesday of each month, beginning at six o'clock (6:00) p.m. An agenda of each meeting will be posted at the place of the meeting not less than 72 hours in advance of said meeting, as required by Texas Government Code, Chapter 551. Special meetings may be called as required to address special actions by the Mayor. An agenda of such special meetings is also required to be posted at the place of the meeting not less than 72 hours in advance of any such meeting. Emergency meetings may also be called and an agenda posting is required not less than 2 hours before said emergency meeting is to begin. Emergency meetings are rare and will only be called in case of an imminent threat to public health and safety or a reasonably unforeseen situation. A nonemergency item may not be placed on an agenda unless 72- hour notification is given. An emergency item may be added to a regularly scheduled meeting with 2 hours notification and must clearly identify the emergency or urgent public necessity.



Section 2. General agenda. The general agenda of the meeting will include a Call to Order, an Invocation, a Pledge of Allegiance to the Flag of the United States of America, public announcements, public comments, items to be considered by the City Council, such as resolutions or ordinances, and an adjournment.

Section 3. Placement of items on the Agenda. The Mayor will control the agenda. Items may be placed on the agenda by City Councilmembers by a request to the Mayor. Requests by Councilmembers will normally be approved. Citizen requests for agenda items may be considered by the Mayor.

Section 4. Public comments. Each meeting will have 20 minutes allocated for public comments. Public participation is encouraged. Each individual desiring to make public comments must make their desires known before the Call to order. A sign-up sheet will be available at the entrance to the meeting and the individual requesting to speak will be required to identify the subject matter of their comment. Each individual will be allotted 3 minutes for their comment, which may be extended by a majority vote of the City Council after a motion and a second to do so. Comments should be related to an agenda item; however, if a comment is made that is not related to an agenda item, the City Council is prohibited by Texas Government Code, Chapter 551, from responding to the comment except to state or correct a fact, or to state that Council will consider the matter in a future meeting after being properly placed on the agenda.

Section 5. Consent agenda. Consent agendas contain items that are uncontroversial or recurring items that are routine in nature, required by rule or law, but must be formally approved by the City Council. Consent agenda items will be grouped and identified in the agenda and will be approved as a group with a single motion, second, and vote, without discussion or debate. If any Councilmember objects to an item being on the consent agenda, it will be removed and placed on the agenda in its appropriate place.

Section 6. Meeting decorum. The Mayor is the presiding officer of the Council and, as such, will control the meeting and be the final arbiter of the rules of the meeting. In the absence of the Mayor, the Mayor Pro Tem will be the presiding officer. In the event the Mayor and Mayor Pro Tem are absent a quorum of the attending Councilmembers will select a presiding officer. All comments from the public and the City Council will be addressed to the presiding officer. Mayor and Councilmen will be addressed by their title, "Mayor" or "Councilmember", as appropriate, "Madam Mayor" or "Mr. Councilmember" is also appropriate. Councilmembers will not usually respond to citizen comments except by addressing them to the presiding officer.

Section 7. Meeting rules.

- a. *Motions, seconds, discussion, and votes.* All items to be presented to the City Council will be by agenda item and a motion of one of the Councilmembers after being recognized by the presiding officer. The presiding officer will acknowledge the motion and ask for a second. After